



**TOWN OF WINTHROP**

**BUILDING DEPARTMENT**

**OFFICE OF THE BUILDING COMMISSIONER/INSPECTOR**

JAMES SOPER/COMMISSIONER  
Town Hall, 1 Metcalf Square, Winthrop, MA 02152  
Tel (617) 846-4344, Fax (617) 539-5826, Email [jsoper@town.winthrop.ma.us](mailto:jsoper@town.winthrop.ma.us)

**APPLICATION for CERTIFICATE of OCCUPANCY**

In accordance with the Commonwealth of Massachusetts State Building Code, you are required by Section 119 to obtain a Certificate of Occupancy for the structure or portion of same that has been built, altered or change of use. The work has to be completed before the certificate can be issued.

Return this letter or copy of same to this office with a check in the amount of \$100 (One Hundred Dollars) per dwelling unit made payable to the Town of Winthrop for the issuance of the Certificate of Occupancy or mail to the Building Department, Town Hall, Winthrop, MA 02152.

Please Print or Type Below information

Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Property Location: \_\_\_\_\_

Condominium Unit# \_\_\_\_\_ Number of dwelling units in structure \_\_\_\_\_

Name & Tel. of person to contact for an inspection: \_\_\_\_\_

E-Mail Address of contact person: \_\_\_\_\_

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For office use only:

Use before construction \_\_\_\_\_ Use after Construction \_\_\_\_\_

Date Rec'd \_\_\_\_\_

Fee Rec'd \_\_\_\_\_

Building Inspector \_\_\_\_\_

Electrical Inspector \_\_\_\_\_

Fire Inspector \_\_\_\_\_

Plumbing & Gas Inspector \_\_\_\_\_

Board of Health \_\_\_\_\_